



The Commonwealth of Massachusetts
Board of Building Regulations and Standards
Massachusetts State Building Code, 780 CMR, 7th edition

Building Permit Application To Construct, Repair, Renovate Or Demolish a
One- or Two-Family Dwelling

Town of
Monterey,
Massachusetts
*Revised January
1, 2008*

This Section For Official Use Only

Building Permit Number: _____ Date Applied: _____

Signature: _____
Building Commissioner/ Inspector of Buildings Date

SECTION 1: SITE INFORMATION

1.1 Property Address:

1.1a Is this an accepted street? yes _____ no _____

1.2 Assessors Map & Parcel Numbers

Map Number _____ Parcel Number _____

1.3 Zoning Information:

Zoning District _____ Proposed Use _____

1.4 Property Dimensions:

Lot Area (sq ft) _____ Frontage (ft) _____

1.5 Building Setbacks (ft)

Front Yard		Side Yards		Rear Yard	
Required	Provided	Required	Provided	Required	Provided

1.6 Water Supply: (M.G.L. c. 40, §54)

Public ☐ Private ☐

1.7 Flood Zone Information:

Zone: _____ Outside Flood Zone?
Check if yes ☐

1.8 Sewage Disposal System:

Municipal ☐ On site disposal system ☐

SECTION 2: PROPERTY OWNERSHIP¹

2.1 Owner¹ of Record:

Name (Print) _____ Address for Service: _____

Signature _____ Telephone _____

SECTION 3: DESCRIPTION OF PROPOSED WORK² (check all that apply)

New Construction <input type="radio"/>	Existing Building <input type="radio"/>	Owner-Occupied <input type="radio"/>	Repairs(s) <input type="radio"/>	Alteration(s) <input type="radio"/>	Addition <input type="radio"/>
Demolition <input type="radio"/>	Accessory Bldg. <input type="radio"/>	Number of Units _____	Other <input type="radio"/> Specify: _____		

Brief Description of Proposed Work²: _____

SECTION 4: ESTIMATED CONSTRUCTION COSTS

Item	Estimated Costs: (Labor and Materials)	Official Use Only
1. Building	\$ _____	1. Building Permit Fee: \$ _____ Indicate how fee is determined: <input type="radio"/> Standard City/Town Application Fee <input type="radio"/> Total Project Cost ³ (Item 6) x multiplier _____ x _____ 2. Other Fees: \$ _____ List: _____ Total All Fees: \$ _____ Check No. _____ Check Amount: _____ Cash Amount: _____ <input type="radio"/> Paid in Full <input type="radio"/> Outstanding Balance Due: _____
2. Electrical	\$ _____	
3. Plumbing	\$ _____	
4. Mechanical (HVAC)	\$ _____	
5. Mechanical (Fire Suppression)	\$ _____	
6. Total Project Cost:	\$ _____	

SECTION 5: CONSTRUCTION SERVICES																		
5.1 Licensed Construction Supervisor (CSL)																		
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5.2 Registered Home Improvement Contractor (HIC)																		
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SECTION 6: WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c. 152, § 25C(6))																		
Workers Compensation Insurance affidavit must be completed and submitted with this application. Failure to provide this affidavit will result in the denial of the Issuance of the building permit.																		
Signed Affidavit Attached? Yes 0 No 0																		
SECTION 7a: OWNER AUTHORIZATION TO BE COMPLETED WHEN OWNER'S AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT																		
I, _____, as Owner of the subject property hereby authorize _____ to act on my behalf, in all matters relative to work authorized by this building permit application.																		
Signature of Owner		Date																
SECTION 7b: OWNER¹ OR AUTHORIZED AGENT DECLARATION																		
I, _____, as Owner or Authorized Agent hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and behalf.																		
Print Name																		
Signature of Owner or Authorized Agent (Signed under the pains and penalties of perjury)		Date																
NOTES:																		
1. An Owner who obtains a building permit to do his/her own work, or an owner who hires an unregistered contractor (not registered in the Home Improvement Contractor (HIC) Program), will <i>not</i> have access to the arbitration program or guaranty fund under M.G.L. c. 142A. Other important information on the HIC Program and Construction Supervisor Licensing (CSL) can be found in 780 CMR Regulations 110.R6 and 110.R5, respectively.																		
2. When substantial work is planned, provide the information below: Total floors area (Sq. Ft.) _____ (including garage, finished basement/attics, decks or porch) Gross living area (Sq. Ft.) _____ Habitable room count _____ Number of fireplaces _____ Number of bedrooms _____ Number of bathrooms _____ Number of half/baths _____ Type of heating system _____ Number of decks/ porches _____ Type of cooling system _____ Enclosed _____ Open _____																		
3. "Total Project Square Footage" may be substituted for "Total Project Cost"																		